



### Monkfrith School Governing Body

Minutes of the meeting of the Governing Body held at Monkfrith Primary School on 21 March at 7pm 2018.

Members:  
(\*Absent)

	Name	Post
	Jeanette Adak	Headteacher
	Jonathan Bruck	Co-opted Governor
	Janet Frost	Co-opted Governor
	Rita Parmar	Vice-Chair, Parent Governor
	Simone Roberts	Chair & Co-opted Governor
	Jess Russell	Co-opted Governor
	Francesca Siekkeris	Staff Governor
	Carolyn Hudson	Parent Governor
	Kathy Levine	LA governor
	James Burton-Lee	Co-opted Governor
*	Anthea Inchenko	Parent Governor
	Louiza Tsioupra	Parent Governor

Also present:

Karen Harris	Clerk to the Governing Body
Jude Deasey	Deputy Head

ITEM NUMBER	ITEM	ACTION OWNER
1	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>	
	The Chair welcomed governors to the meeting. Apologies for absence were received from Ms Anthea Inchenko in advance of the meeting.	
	<b>RESOLUTION:</b> Consent was granted for the absence of Ms Anthea Inchenko.	
2	<b>DECLARATIONS OF INTERESTS IN RELATION TO THE BUSINESS OF THE MEETING</b>	
	There were none.	
	<b>RESOLUTION:</b> Noted	
3	<b>ORDER OF THE AGENDA AND ANY OTHER BUSINESS</b>	
	The Chair advised that under 'Any other business' the subject of website management would be raised and discussed.	
	<b>RESOLUTION:</b> Noted	
5	<b>MINUTES OF THE LAST MEETING</b>	
	The minutes of the meeting held on 1 November 2017 were received in advance of the meeting and were agreed as a true and correct record of proceedings and were signed by the Chair.	
6	<b>MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA</b>	
	<p><u>DBS Checks</u> It was reported that the DBS checks were completed for Ms Hudson and Ms Tsioupra. <b>Ms Hudson said she would submit a copy of the DBS to the school the following day.</b></p> <p><u>Appraisals</u> Mr Burton-Lee advised that he had not given the Headteacher the guidance document that outlines an alternative approach to workplace appraisals. <b>Mr Burton-Lee agreed to send the document to the Headteacher.</b></p> <p><u>Health and Safety Policy</u> It was confirmed that the Health and Safety Policy had been amended to include vaping in the section on smoking.</p> <p>It was noted that no further feedback had been received from governors on the Health and Safety Policy and therefore the assumption was that all governors were satisfied with the policy.</p> <p><u>Financial Liaison Officer (FLO)</u> The Headteacher advised that she had not invited the FLO to the meeting because she thought it was not necessary as the budget</p>	<p>C. Hudson</p> <p>J. Burton Lee</p>

	<p>presented to governors for approval was straightforward.</p> <p><u>Training</u> It was reported that a date in June was being considered for the BPSI training for the Governing Body and <b>the Chair would inform governors of the date once it was finalised.</b> Mr Burton-Lee advised that he would be unavailable week commencing 11 June.</p> <p><u>Governance Self-evaluation form</u> The Chair reported that she had not received Self-evaluation forms from governors. <b>Governors requested that the Chair circulate the form again, the Chair agreed and asked governors to return the completed form within two weeks.</b></p> <p><u>Partial reimbursement for cancelled training</u> The Headteacher stated that she did not expect it to be possible to receive a partial reimbursement for the school's subscription to the training programme. <b>The Headteacher agreed to ask the provider for a credit note for the following year.</b></p>	<p>Chair</p> <p>All</p> <p>HT</p>
	<b>RESOLUTION:</b> Noted	
7.	<b>HEADTEACHER REPORT</b>	
	<p>The Headteacher's report and the School Improvement Plan (SIP) were circulated in advance of the meeting. It was noted that governors had seen the SIP data previously, but the commentary was new.</p> <p>Ms Parmar advised that there was an error in the SIP regarding the statement that affirmed that all governors had completed Safer Recruitment training, she advised that she had not received the training.</p> <p>The Headteacher reported that there had been a lot of work on meeting the needs of disadvantaged pupils, the next step was to focus extensively on writing. The Headteacher said she believed that the school classified as 'Good' under the Ofsted criteria whereas the assessor had concluded that the school was at the bottom end of the 'Outstanding' criteria. The Assessor had pointed to a small dip in the school's performance, based on its results last year. The Chair asked what judgement the Governing Body should consider the most accurate, the Headteacher said she thought that a 'Good' rating was a fair assessment of the school's performance.</p> <p>A governor asked whether the judgement was mainly based on the school's attainment and progress data, the Headteacher said yes but stressed that there were also other considerations. <b>A governor challenged whether the Headteacher was more confident about the results of this year's cohort,</b> the Headteacher said yes because challenges were being addressed and noted that each cohort had a different set of needs.</p> <p><b>A governor asked for further explanation regarding the school's</b></p>	

	<p><b>approach to disadvantaged children.</b> Ms Deasey stated that this group of pupils had made progress on their starting point, but their starting point has been very low. These pupils continued to receive interventions. It was noted three of these pupils were no longer at the school. Ms Deasey said she had purchased a book, which was highly recommended for its analysis and guidance on addressing barriers to disadvantages children and on progress monitoring. Actions from this book would be implemented through to the following term. The book also had examples of good practice for pupil premium students, which would be incorporated into the next PP strategy. Teachers would provide feedback on what worked and their input would be incorporated into next year's PP strategy.</p> <p>It was noted that Mr Smith, the Caretaker, had retired, words of thanks were expressed for Mr Smith's service at the school.</p> <p>A governor asked whether the applications for admissions had mostly been from local residents, the Headteacher said yes. A governor asked whether the number of applications was in line with the size of the school, the Headteacher said yes. The Headteacher noted that although there was likely to be a lot of movement until as late as September, she expected the school to be full.</p>	
	<p><b>RESOLUTION:</b> Noted.</p>	
<p><b>8.</b></p>	<p><b>RATIFICATION OF BUDGET 18/19</b></p>	
	<p>Mr Bruck reported that the school's budget surplus had largely been reduced by staff pensions and a rise in teachers' pay. It was noted that the budget included the recent recruitment of Ms Deasey as Headteacher. A governor highlighted that there was a loss on trips and workshops. In response, it was explained that it was more challenging to get parents to contribute towards workshops compared to trips. Mr Bruck stated that every budget line had been scrutinized and spending outside of staffing had been minimized.</p> <p>A governor asked what other schools were doing to manage the difficult financial context. It was reported that some schools have entered into deficit and some others were entering into federations to attempt to make savings.</p> <p>A governor suggested that a radical approach may be required and said he was aware of a primary school that had acquired a profitable nurse, in order to boost its income. It was noted that some schools were acquiring sponsorship and some were re-structuring their staffing. The Headteacher explained that the fundamental problem was central funding. Mr Bruck said he had incorporated the school's financial challenges into the school's risk assessment document.</p> <p>A governor asked what was the staff to pupil ratio, the Headteacher said that she did not know the exact number but recognised that there were quite a few Teaching Assistants, who were dedicated to supporting high need pupils.</p>	

	<p>It was noted that the Resources committee was analysing the costs of the Breakfast Club. Governors suggested that the school could consider the introduction of a Summer school to help boost the school's income. The Headteacher stated in the past FOMs had taken on the role of fundraising. <b>It was agreed that at the next FOMs meeting there would be a discussion on fundraising and business development. Furthermore, there should be consideration to whether fundraising should be led by FOMs or assigned to a governor Working Group.</b></p> <p>It was acknowledged that the school's financial circumstances were very challenging and it was important to note that these circumstances were not a reflection of the school's budgetary management.</p> <p>Mr Bruck recommended the budget for ratification by the board, governors unanimously approved the motion. No objections were expressed.</p>	All
	<p><b>RESOLUTION:</b> The 2018/19 budget was ratified by the Governing body.</p>	
9.	<p><b>General Data Protection Regulation (GDPR)</b></p>	
	<p>The documented titled 'Monkfrith School, GDPR Data Protection Policy' was circulated in advance of the meeting.</p> <p>The Headteacher explained that the new legislation was a large undertaking for an organisation that does not have a dedicated person for this area. The school had started to carry out an audit of the information that is held by the school. The Headteacher said she would be sharing the key points of a webinar on GDPR with the school's admin staff.</p> <p><b>A governor challenged what were the biggest tasks that the school needed to prepare.</b> The Headteacher said obtaining the appropriate consents for staff and parents. It was noted that it was not clear how frequently the consents should be sought and the how long the school could archive the information.</p> <p>The Headteacher advised that the school would be moving to an electronic system for filing information. All new information on pupils and parents would be received on papers, entered into the electronic system and once transferred the hard copies would be destroyed.</p> <p>Governors said an action plan for compliance was required. The Headteacher said she was prioritising mapping the information and obtaining consents from parents. <b>The Headteacher agreed that the consent requests would be sent to parents after the Easter break with a short deadline for returns.</b></p> <p>The Chair asked about the papers in the school's loft, the Headteacher explained that it was not possible to shred all the papers by May</p>	HT

	<p>without contracting a professional shredding company. The Headteacher said the papers were secure in the loft, and were only from a few years ago because last year a significant proportion of the documents were shredded and disposed. A governor asked whether staff were aware of the new changes required by the legislation, Ms Deasey said no as staff were yet to be trained.</p> <p>It was recommended that the clause that requires the Data Protection Officer (DPO) be a staff member should be removed. The Headteacher explained that in order to ensure the DPO was independent, she proposed that a governor exchange arrangement with Church Hill school which would entail a governor from each school to serve as a DPO for the other school. <b>Mr Bruck volunteered to serve as DPO under the arrangement</b></p> <p>A governor asked with the school was working with Tapestry in regard to GDPR compliance, Ms Deasey confirmed that the school was in contract with Tapestry regarding data security.</p> <p>The Chair noted that there were live webinars on GDPR and recommended that the school use this as a tool to access advice. A governor asked whether the Local Authority was providing support to schools for the new regulation, the Headteacher said the Local Authority was no longer offering training on the new legislation. <b>Mr Bruck agreed to circulate a briefing a note on GDPR to governors.</b></p> <p>The GDPR policy was recommended for approval. Governors unanimously ratified the policy subject to a change to the clause on the DPO.</p> <p><b>It agreed that the policy would be re-visited at the next FGB meeting and revisions to be policy could be made should it be required.</b></p>	J.Bruck
	<p><b>RESOLUTION:</b> The General Data Protection Regulation (GDPR) policy was unanimously ratified by the Governing body, subject to a change to the clause on the DPO.</p>	
	<p><b>Senior Leadership Team (SLT) Update.</b></p>	
	<p>The Chair reported. that following the appointment of Ms Deasey as Headteacher from September, an advert was published to recruit a Deputy Headteacher.</p> <p>Ms Deasey reported that the intention was to hold interviews on the same day of this meeting but appropriate applicants had higher salary expectations than the school could afford. The post would be re-advertised with the expectation to appoint on 26 April. Ms Deasey stated that there were contingency plans in place should the school be unable to appoint again.</p>	
	<p><b>RESOLUTION:</b> Noted</p>	

11.	<b>RISK REGISTER</b>	
	<p>The Chair talked through the risk assessment and highlighted the following points:</p> <p><u>The school's budget</u> The risk rating for the budget had been raised because there had been extra expenses on the school building. The mitigation was to implement more frequent monitoring of the budget by introducing a schedule of monthly Finance committee meetings.</p> <p>The risk register pointed to a need to improve the tracking of payments made by parents, the Chair said the system of Parent Pay should address this in the long term.</p> <p><u>Staffing</u> There were higher risk factors in the area of staffing to take into account the school's need to recruit 'cheaper' staff and the possibility that the school will be unable to recruit a Deputy Headteacher.</p> <p><u>Governance and policy compliance</u> The risk rating for governance was higher due to the appointment of a significant number of new governors to the board.</p> <p>The risk rating for statutory compliance had been raised due to the challenges associated of ensuring compliance with GDPR for May. The Chair advised that she had a created a table of policies for annual review. She requested governors support in reviewing the policies by completing the relevant columns regarding whether policies were compliant. It was advised that this would involve visiting the school to check that policies are being followed. The Chair suggested that governors could focus on the policies which correspond with their link areas and to incorporate the checks into their governor visits. It was suggested that the review dates could be reset to the start of the new academic year.</p> <p><u>Health and Safety</u> The risk rating had increased in the area of Health and Safety because the school no longer had a Caretaker. Ms Frost left the meeting at 20:50.</p>	All
	<b>RESOLUTION:</b> Noted	
12.	<b>UPDATE FROM COMMITTEES</b>	
	<p><u>Finance</u> The minutes of the Finance committee held on 20 January 2018 were circulated in advance for the meeting for noting</p> <p><u>Resources</u> The minutes of the Resources committee held on 6 February 2018 were circulated in advance of the meeting for noting. <b>A governor asked when the school would hold a lock down drill, the</b></p>	HT

	<p><b>Headteacher agreed that the drill would be conducted on 12 June 2018, before the next Resources committee meeting.</b></p> <p><u>Pupil Progress and Welfare</u> The minutes of the Finance committee held on 20 February 2018 were circulated in advance for the meeting for noting.</p>	
	<b>RESOLUTION:</b> Noted	
	<b>DIRECTOR OF EDUCATION AND SKILLS REPORT 2018 - SPRING TERM.</b>	
	The Education and Skills Director's Report to Governor was circulated in advance of the meeting for noting.	
	<b>Resolution:</b> Noted	
<b>13.</b>	<b>GOVERNOR SUPPORT AND DEVELOPMENT INCLUDING GOVERNOR VISITS AND TRAINING</b>	
	<p><u>Training</u> Ms Parmar had attended training on Finance for Governors and noted that it was a useful session. <b>The Chair advised that she circulate information on Governor training for GDPR and on how to support the transition for a new Headteacher.</b></p> <p><u>Visits were conducted by:</u> Ms Parmar (focus: numeracy) Mr Burton-Lee (focus: ICT) Mr Bruck Ms Tsioupra (focus: SENCO)</p>	Chair
	<b>RESOLUTION:</b> Noted	
<b>14.</b>	<b>CHAIR'S CORRESPONDENCE</b>	
	<p>A document titled 'A proposal to Federate: Formal Proposal Consultation Document' was circulated in advance of the meeting.</p> <p>The Chair noted that the Governing Body had received the formal proposal for Brunswick Park Primary school and Church Hill Primary School to form a Federation of two schools, with effect from 6 April 2018. The Chair reported that she had responded to the consultation call and her understanding was that the formation of the Federation would be going ahead.</p>	
	<b>RESOLUTION:</b> Noted	
<b>15.</b>	<b>DATES OF NEXT MEETINGS</b>	
	<ul style="list-style-type: none"> <li>20 June 2018 at 7pm - Ms Deasey's presentation on her vision for the school.</li> </ul>	



	<p>Ms Parmar gave her apologies and advised that she would be unable to attend.</p> <ul style="list-style-type: none"> <li>• 11 July 2018- Full Governing body meeting</li> </ul>	
	<b>RESOLUTION:</b> Noted	
	<b>MOTION OF CONFIDETIALITY</b>	
	<p>RESOLVED, that due to their nature, the following items discussed are treated as confidential and not for publication:</p> <ol style="list-style-type: none"> <li>Confidential minutes of the last meeting</li> <li>Matters arising from the last meeting</li> </ol>	
	<b>Part 1: Resumed</b>	
<b>16.</b>	<b>ANY OTHER BUSINESS</b>	
	<p>Staff governors, the Headteacher and Ms Deasey returned to the meeting.</p> <p><u>Childcare disqualification declaration form</u> The Chair circulated a document titled the "Childcare disqualification declaration form'. The Chair asked all governors to sign the form and return these to her. The Chair explained that all staff had been required to sign the declaration form and there had been a decision to extend it to governors.</p> <p><u>Website management</u> The Chair reported that when she looked at the school's website she had noticed that some policies were dated 2014. The Chair recommended that the implementation of a system to ensure the school's website was kept up to date. <b>Ms Deasey agreed to action this.</b></p> <p><u>Lunches</u> A governor reported that parents were expressing concerns about the frequent repetition of meals in the schedule of school lunches, noting that sausages, pizza and fish fingers were repeated meals in the lunches rota. The Headteacher advised that there was a four week rotation for the school lunches and the meals had been planned according to their nutritious value but this depended on the pupils' meals selections. The Headteacher said she had reviewed the menus with the provider and she had been satisfied with the menu, with the exception that fish fingers were served every Friday. <b>The Headteacher agreed to discuss again the school lunch rotation with the provider.</b></p> <p><u>The meeting's action points.</u> Ms Burton-Lee suggested that it would be useful if the action points from the meetings were circulated earlier. <b>The Chair said she would aim to circulate the action points earlier once she had received</b></p>	<p>J.Deasey</p> <p>HT</p> <p>Chair</p>

	<p><b>the draft minutes.</b></p> <p><u>Science link governor</u>  It was noted that there was an outstanding vacancy for Science link governor. Mr Bruck volunteered to fill the vacancy.</p>	
	<p><b>RESOLUTION:</b> Noted</p>	

CHAIR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_